OP NOTICE NO. 20-87-3 4 June 1987

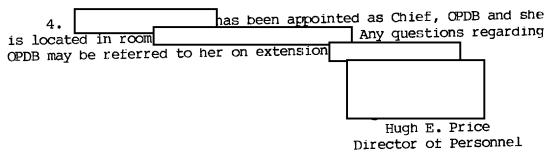
SUBJECT: Establishment of Organization Planning and Development Branch

1. The Organization Planning and Development Branch (OPDB) has been established recently within the Policy and Review Staff of Policy, Analysis and Evaluation. The principle mission of OPDB is to provide advice, analysis and guidance in human resource (HR) planning and management.

2. Responsibilities of the OPDB include:

- a. Providing consulting services to managers to enable them to do HR planning against strategic intelligence requirements. This includes assisting managers in evaluating their HR management programs in concert with the budget cycle (e.g., career development, assignment strategies, and long-term planning against budget constraints).
- b. Reviewing occupations which cross Agency lines to ensure consistent implementation of HR management and policy decisions and making recommendations to the Director of Personnel for corrective action where necessary.
- c. Conducting internal environmental surveys to provide trend analysis, identify areas where change is needed and provide recommendations for such changes, and advise management on available HR management tools.
- 3. In addition to the above, OPDB will be working with the OP Training Officer and Occupational Panel to formulate an HR management development program to assist personnel careerists in their transition to a new HR management system. The goal of this program is to help component personnel officers define information management requirements

specific to supporting component management and employees. This program will include test exercises involving new techniques and systems; specific OP training workshops; on-the-job training; and external undergraduate/graduate study.



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DISTRIBUTION OF OPM'S & OPN'S in OFFICE of PERSONNEL

2 - D/Pers, 5E58 Hqs.

1 - CMS, 5E68 Hqs.

1 - DD/Pers/SP, 5E56 Hqs.

7 - BSD, 5E56 Hqs.

1 - C**#**D, 5E65 Hqs.

1 - SAS, 5E46 Hqs.

1 - TRB, 5E13 Hqs.

1 - ADRB, 5E03 Hqs.

1 - Credit Union, 1J33 Hqs.

3 - RAD, 906 Ames

12 - RD, 806 Ames

* - SPD, 806 Ames

1 MPB, 206 Ames

1 - CARB, 821 Ames

1 - CSB, 207-Ames

1 - CTS, 202 CofC

3 - PAGE, 1006 Ames

2 - PMCD, 1016 Ames

1 - IAB, 1022 Ames

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1 - VM (held with RMO)

1 - T-1 NIESO GB 31 Hqs Attn:

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